

# CAMPAC

## MILWAUKEE COUNTY CULTURAL ARTISTIC & MUSICAL PROGRAMMING ADVISORY COUNCIL

Richard Clark, Administrator

### **APPLICATION CHECKLIST (REQUIRED FOR SUBMISSION)**

THE FOLLOWING ATTACHMENTS **MUST** BE SUBMITTED TO THE CAMPAC ADMINISTRATOR WITH YOUR SIGNED CAMPAC APPLICATION PRIOR TO THE APPLICATION DEADLINE.

#### **NEW APPLICANTS ONLY:**

1. FEDERAL IRS LETTER OF DETERMINATION OF TAX EXEMPT STATUS
2. ARTICLES OF INCORPORATION
3. ORGANIZATIONAL BY-LAWS

#### **ALL APPLICANTS:**

1. LIST OF BOARD OF DIRECTORS, WITH OFFICERS INDICATED
2. IRS FORM 990 FOR THE FISCAL YEAR ENDING IN **2011** FROM ORGANIZATIONS WITH AN ANNUAL GROSS INCOME OF MORE THAN \$25,000, AS REQUIRED BY IRS GUIDELINES
3. ANNUAL FINANCIAL STATEMENT FOR ENTIRE ORGANIZATION FOR THE FISCAL YEAR ENDING IN **2011 (THIS MUST BE AN AUDITED STATEMENT FOR ORGANIZATIONS WITH BUDGETS OVER \$400,000, AND A FORMAL REVIEW FOR ORGANIZATIONS WITH BUDGETS BETWEEN \$200,000 and \$400,000.)**
4. ACTUAL INCOME AND EXPENSE STATEMENTS FOR THE FISCAL YEAR ENDING IN 2012 (COMPLETED OR TO DATE)
5. CURRENT FISCAL YEAR INCOME AND EXPENSE BUDGET
6. LIST OF MAJOR PERFORMANCES, PRESENTATIONS, OR OTHER ACTIVITIES DURING THE PAST THREE YEARS (WITH DATES AND LOCATIONS)
7. COPY OF LAST SEASON BROCHURE(S) AND CURRENT SEASON BROCHURE(S)
8. **FOR ALL ELECTRONIC SUBMISSIONS: A SCANNED PDF OF THE APPLICATION SIGNATURE PAGE WITH SIGNATURES FROM THE ORGANIZATION'S OFFICER AND EXECUTIVE DIRECTOR.**

#### **ELECTRONIC SUBMISSION**

1. E-MAIL APPLICATION DOCUMENT AND **ALL** REQUIRED ATTACHMENTS TO: [RICKTCLARK@GMAIL.COM](mailto:RICKTCLARK@GMAIL.COM) NO LATER THAN 5PM ON SEPTEMBER 17, 2012. DUE TO TIMING ISSUES WITH DIFFERENT INTERNET SERVICE PROVIDERS, YOU ARE ENCOURAGED TO SUBMIT YOUR ELECTRONIC APPLICATION AT LEAST 2 HOURS PRIOR TO THE 5PM DEADLINE TO ENSURE IT IS RECEIVED ON TIME.

# CAMPAC

MILWAUKEE COUNTY CULTURAL  
ARTISTIC & MUSICAL PROGRAMMING  
ADVISORY COUNCIL

Richard Clark, Administrator

## MAIL SUBMISSION

1. APPLICATION AND **ALL** REQUIRED ATTACHMENTS MUST BE POSTMARKED NO LATER THAN SEPTEMBER 17, 2012.